



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

GENERAL POSITION INFORMATION

Job Title: PA133 - CI Analyst - GS-13

Salary Range: \$79,720 - \$123,234

Vacancy Open Period: 04/26/2017 – 05/17/2017

Position Type: Permanent and Detail

Who May Apply: Internal ODNI Candidates and Detailee

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission:

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

Major Duties and Responsibilities (MDRs)

- Lead, initiate, cultivate, and maintain productive working relationships with IC CI, security, and cyber experts and other major stakeholders to develop policies, programs, and standards to improve the United States (US) CI/Cyber and technical security posture.
- Plan, research, develop, and communicate in-depth analyses of complex and significant national, regional, and/or global issues for senior policy makers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).
- Plan, prepare, and present written and oral briefings to senior internal and external customers and analytic counterparts on significant intelligence issues; clearly articulate complex concepts to non-expert customers and tailor the product to correspond to customer needs.
- Address analytic gaps and points of disagreement across the USG.
- Cultivate communities of interest and maintain collaborative working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies, as appropriate, and leverage these relationships to share information of interest.

Mandatory and Educational Requirements

- Demonstrated analytic and critical thinking skills, including superior ability to think strategically.
- Demonstrated ability to effectively plan, research, develop, and author high-quality, complex analyses, studies, projects, assignments, and briefing on key US foreign policy and national security objectives focused on a specific region or transnational issue for IC consumers and senior policymakers.
- Demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgements to generalists as well as specialist.
- Demonstrated ability to maintain and develop regular IC contacts for analytic exchange and collaboration.
- Demonstrated interpersonal, organizational, and problem-solving skills, negotiating, and resolving significant and controversial issues.



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Desired Requirements

- The CI analyst in this assignee position will be hosted by the National Counterintelligence and Security Center (NCSC) Technology and Cyber directorate (TCD), and enable key synchronization and collaboration between NCSC and the Cyber Threat Intelligence Integration Center (CTIIC) in support of countering counterintelligence / cyber threats. The NCSC/TCD leads IC programs that reveal, counter, and assess emerging threats, integrates IC effort to identify current & future technical and cyber regional threats by Foreign Intelligence Entities, and partners with the National Intelligence Management Council Teams to integrate CI perspectives & expertise into IC science, technology, and cyber-security programs. The mission of the CTIIC is the understanding of foreign cyber threats to US national interests to inform decision making by federal cyber centers, departments and agencies, and policy makers. CTIIC's Analysis Integration Section is in charge of integrating multidisciplinary, all-source analysis of current and near-term foreign cyber threats and incidents.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application must include the following:

- a. **RESUME:** All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team A WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (Monica C.) and mccreaz@cia.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees for a detail assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with



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polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team A WMA@dni.ic.gov](#) (classified email system) or [Recruitment TeamA@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [clrkmon@cia.ic.gov](#) (*Monica C.*) and [mccreaz@cia.ic.gov](#) (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this



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announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**